

PROCEDURES FOR APPLYING FOR ADMISSION TO THE PRINCIPLES AND PRACTICE OF ENGINEERING (PE) EXAMINATION

ALWAYS MAKE A COPY OF ANY MATERIAL YOU SEND TO THE BOARD

Once your application, fee and all required documentation have been received in the Board office and reviewed, a letter will be sent informing you of the Board's decision.

If your application is approved, you will be instructed in your approval letter from the Board to register online with the exam administrator, NCEES Exam Administration Services, on their website. It is your responsibility to register with NCEES after receiving Board approval.

DO NOT register with NCEES Examination Administration Services prior to receiving Board approval or you will not be admitted to the exam and you may forfeit your exam registration fee.

DEADLINE: Application deadlines are posted on the Board's website at www.aelslagid.state.mn.us/deadlines.html.

Applicants who have previously applied to the Minnesota Board for the PE Exam:

If you have taken the PE exam in Minnesota within the last three (3) years, or if you have been approved by the Minnesota Board to take the PE exam within the last three (3) years but did not take the exam, you need to submit the following:

1. Items #1-5 – first page of the application (page 5 of the packet)
2. Updated Employment History Forms (item #11) covering the time frame between your last application and the present (pages 7-8).
3. Updated Employment Verification Forms - You will need to send this form along with the updated employment history form to all employers since your last application to verify your additional experience.
4. Signed and notarized Affidavit (item #13)
5. Signed copy of the Rules of Professional Conduct (item #14)
6. Application fee of \$75
Make your check payable to "MN Board of AELSLAGID." Do not send cash! The application fee is non-refundable and cannot be applied to future exams.
7. If the exam has been failed three or more times, the applicant must submit evidence of improved qualifications with the application pursuant to MN Rule 1800.0900, Subp. 4.

If it has been more than three (3) years since you last took the PE exam contact Katherine Berg at the Board office for application instructions.

If you have never applied to take the PE in Minnesota, or it has been more than three years since your last application, please follow the steps below:

- Read the qualifications for admission to the written Principles and Practice of Engineering (PE) Examination (MN Rule 1800.2500, Subp. 2a) on the Board's website, www.aelslagid.state.mn.us/rules.html.
- Complete the Application for Admission to the PE Examination. Read the instructions carefully and submit the following:
 1. Items 1-14 of the **Application** (including the Affidavit and signed copy of the Rules of Professional Conduct).

2. If any of your records (transcripts, etc.) are under a different name, you must supply a copy of your marriage license, divorce decree, or legal name change.
3. **Application fee of \$75.00**
Make your check payable to "MN Board of AELSLAGID." The application fee is non-refundable and cannot be applied to future exams.
4. **TRANSCRIPTS:** Submit final, official transcripts for all undergraduate and graduate degrees showing the degree(s) awarded and date(s) of graduation. The transcript(s) must be received in a sealed envelope from the college/university attended. The transcript(s) can be mailed to the Board office directly from the college/university or the transcript can be mailed to you and then included with your application, **BUT DO NOT OPEN THE TRANSCRIPT ENVELOPE.**

*If you passed your Fundamentals of Engineering exam in Minnesota and submitted a final, official transcript to the Board office to obtain your Engineer In-Training credential, you do not need to submit another transcript with your PE application.
5. **Applicants without an EAC-ABET accredited degree:** You are required to obtain an education evaluation of your undergraduate degree transcript to determine if your education is equivalent to an EAC-ABET accredited degree. Note: If you obtained an EAC-ABET accredited graduate engineering degree, you must include a copy of your transcript for your undergraduate degree *in English* with your application. Please refer to the Memorandum in this application packet for more information regarding transcript evaluation requirements and evaluation services.
6. **VERIFICATION OF FUNDAMENTALS OF ENGINEERING (FE) EXAM:**
If you took your Fundamentals of Engineering (FE) Examination in another state, go to <https://verify.ncees.org> and request verification of your examination*. Some states charge a fee for verification of your records. In order to avoid delay in processing your verification, you may want to contact that state to determine if there is a fee before sending the verification form.

*If the state from which you are requesting verification is not listed on the verify.ncees.org site, that state is not yet participating in electronic verification. You need to contact that state and request that verification of your exam be sent to the Minnesota Board.

*If you passed the FE exam in Minnesota, your records are on file in the Board office and you do not need to submit a request for verification.
7. **EMPLOYMENT VERIFICATIONS:** An Employment Verification Form must be completed by each supervisor listed under #11, "Employment History," in your application. The Employment History Form must be reviewed and initialed by the person that supervised the actual work experience in the discipline of engineering for which you are applying. It is not a requirement that the supervisor be a licensed Professional Engineer. The Employment Verification Form and verified Employment History Form must be submitted directly to the Board office by the employer.
8. **QUALIFYING EXPERIENCE:**
Qualifying experience is counted up to the date the application is received, not the date of the exam. Experience must be verified by a supervisor pursuant to MN Rule 1800.2805.

CONTACTS

MN Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design website: www.aelslagid.state.mn.us.

MN Board Office: Katherine Berg, PE Exam Coordinator, 651-757-1513, katherine.berg@state.mn.us, MN Board of AELSLAGID, 85 E. 7th Place, St. Paul, MN 55101

NCEES (National Council of Examiners for Engineering and Surveying)

NCEES has study materials available to assist in preparation of the exam. Applicants may download the calculator policy, exam formats, exam specifications and design standards where applicable directly from the NCEES website at: www.ncees.org. For those who do not have internet access, contact NCEES toll-free: 1-877-536-7729.

SPECIAL ACCOMMODATIONS

Information regarding accommodation request under the **American with Disabilities Act (ADA)** is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. **Check the website for request deadlines - no extensions and no exceptions allowed.**

Information regarding accommodation requests based on **religious beliefs and practices** is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. **Check the website for request deadlines – no extensions and no exceptions allowed.**

EXAM ADMINISTRATIONS BY DISCIPLINE

EXAM	HELD IN APRIL	HELD IN OCTOBER
Agricultural		X
Architectural	X	
Chemical	X	X
Civil	X	X
Control Systems		X
Electrical and Computer	X	X
Environmental	X	X
Fire Protection		X
Industrial	X	
Mechanical	X	X
Metallurgical and Materials		X
Mining and Mineral Processing		X
Naval Architectural and Marine	X	
Nuclear		X
Petroleum		X
Software Engineering	X	
Structural – Lateral Forces	X	X
Structural – Vertical Forces	X	X

Process for Waiver of Fundamentals of Engineering (FE) Exam While Concurrently Applying to Take the PE Exam

Refer to Minnesota Rules 1800.2600 and 1800.2800 as found on the Board's website at www.aelslagid.state.mn.us. The PE exam application packet is on the Board's website.

Step 1:

- See MN Rule 1800.2800 for FE waiver eligibility requirements.
- Complete the entire PE exam application (*Professional Engineering by Exam*), as required. Thoroughly follow the instructions given.
- On the second page of the main application, under the section "*Recorded As,*" write "Request FE Exam Waiver" in the box next to Engineer In-Training.

Step 2:

- Submit with completed PE Exam application the following:
 - ▶ Two exhibits of engineering work that includes calculations, as stated in MN Rule 1800.2600; **and**
 - ▶ A letter to the Board from the applicant's employer verifying the degree of involvement and responsibility displayed by the applicant in the conduct of the project exhibited, as stated in MN Rule 1800.2600; **and**
 - ▶ If applicant wants exhibits returned, a financial means for the exhibits to be returned must be provided (FedEx or UPS account number or prepaid mailing envelope). Cash, check or credit card **cannot** be accepted for returning exhibit material; **or**
 - ▶ If applicant does not want the exhibits returned, the statement below must be signed, dated and this form must be sent along with exhibits.

RELEASE TO SHRED ORAL INTERVIEW DOCUMENTS:

I _____, authorize the MN Board of
(applicant's name printed)

AELSLAGID to shred the exhibits that I submitted for my FE exam waiver oral

Interview. _____
(Applicant's Signature)

It is in the applicant's best interest not to delay submitting the above required documentation. Do not wait until close to the deadline date to submit what is required.

After the application has been reviewed and approved to proceed to the oral telephone interview, the applicant will be contacted to arrange a date and time for the telephone interview.

Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID)
85 E. 7th Place, Suite 160
St. Paul, MN 55101
651-296-2388

STATE OF MINNESOTA
BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

85 EAST 7TH PLACE, SUITE 160, ST. PAUL, MN 55101-2113

PHONE: (651) 296-2388 FAX: (651) 297-5310

HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received
Application Fee \$

**Application for the OCTOBER 2015
Professional Engineer Examination**
Application Fee: \$75

FOR BOARD'S USE ONLY
License Number
License Fee \$
Date License Issued

DATA PRACTICES ACT WARNING

The data which you furnish on this form will be used by the Minnesota State Board of AELSLAGID to assess your qualifications for licensure. You are not legally required to provide this data; however, if you fail to do so, the Board of AELSLAGID may be unable to process this application. After issuance of a professional license, the information contained in this application will be public information, pursuant to Minnesota Statutes, Chapter 13. Under Minnesota Statutes, Chapter 13, Social Security Numbers are not public information.

All Information, EXCEPT SIGNATURE, Must Be Printed In Ink or Typewritten

1. Personal Information – Please complete all sections

Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

Last Name	First Name	Middle Name	Social Security Number (required)	
Former Name		Gender Male Female	Date of Birth (month, day, year)	
Mailing Street Address		Apt/Suite #	City	State Zip Code
Is Mailing Address Home or Business?	Business Name, if mailing address is Business		Contact Phone Number	
Present Employer		Present Position		

2. In which discipline of engineering would you like to take your exam? _____

3. Have you applied for the professional engineering exam in another state and been denied?

☐ No ☐ Yes (When and what state?): _____

4. Have you ever taken any part of this examination in Minnesota? If yes, when?

☐ No ☐ Yes _____
(Mo/Yr) (Mo/Yr) (Mo/Yr) (Mo/Yr) (Mo/Yr)

5. Have you sat for the NCEES professional engineering exam and failed three or more times?

☐ No ☐ Yes (What state?): _____

Applicant Name _____

6. Do you currently hold a license in Minnesota? ☐ No ☐ Yes

If yes, for what profession? _____ License #: _____

7. Have you ever had a license disciplined, denied, surrendered, suspended or revoked?

☐ No ☐ Yes (If yes, please provide a separate statement of explanation.)

8. List other states in which you hold an architect, professional engineer, land surveyor, landscape architect, professional geologist or professional soil scientist license:

State(s) Licensed in:	Data Pertaining to License(s)				Check method for (each) license			
	Profession (including discipline of Engineering)	License Number	Mo. And Year Issued	Is License Current	Written Exam. (No. of hours)	Oral Exam.	Exemption (Grandfather Clause)	Comity

9. Education

All statements must be substantiated by submitting an official transcript from each educational institution. Transcripts must arrive in a sealed envelope from the institution.

College or University (Include night or extension work below)	Name and Location of Institution:	Month and Year		Date of Graduation	Degree Received
		From	To		

Postgraduate Work	Describe any postgraduate work, giving name of institution, nature of work and degree(s) received.

Extension, Night or Correspondence Courses	Give name of institution, courses pursued, dates and indicate whether course was completed.

10. Engineer In-Training Examination

The State in Which You Passed the Exam	In-Training #	Month & Year Issued	Number of Hours of Exam	Were you granted a Waiver of the FE exam?

Applicant Name _____

11. Employment History

On the following pages, print or type a complete record of your entire professional experience in chronological order. Account for all time from receipt of your degree to the present. Include any intern or co-op experience prior to graduation. All gaps in employment must be explained. Add additional pages as needed.

List the name(s) and address(es) of the supervisors who will be verifying your employment history.

Name	Address (street and number, city, state, zip)	State(s) Licensed in	Profession (including discipline of engineering)

Attach a copy of the Employment History Form to each Employment Verification Form before distributing to your employers. Please DO NOT send your entire application to your employers – only the Employment History Form and Employment Verification Form.

1800.2805 Qualifying Experience Defined. As used in this part and parts 1800.2600, 1800.2700, and 1800.2800, qualifying experience consists of varied, progressive, nonrepetitive, practical experience at engineering work, developing the ability to apply the theoretical knowledge gained during academic training in making sound judgments in solving engineering problems. The varied experience must include increments of design, planning, technical specifications, codes and standards, research and analysis, engineering economics, safety, observation and inspection of construction of products. Experience shall be written in detail and submitted with the application for evaluation and approval by the Board.

SAMPLEApplicant Name Jane Doe**Employment History Form (Verified Work Experience)**

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: ABC Engineering Company Position Title: Engineer 1Address of Employer: 123 Industrial Road; St. Paul, MN 55555Name of Supervisor or Person to Whom You Reported: Todd SmithTitle of Supervisor or Person to Whom You Reported: Engineering SupervisorProfession of Supervisor/Person to Whom You Reported: Mechanical EngineerLicense Number of Supervisor/Person to Whom You Reported: (Enter PE # if applicable)Dates of Employment: 5 / 20 / 10 to 3 / 16 / 12 Hours worked per week: 40Description of Work (**Attach additional sheets as needed**):

Supervisor Initials	Activities Performed - Describe in detail and check type of experience at right	D	P	T S	C S	R A	E E	S	O I
TS	May 2010 – May 2011: Performed design review and design verification of numerous drawing changes for safety systems. Ensured changes did not affect the design basis of the component or system.	✓		✓	✓	✓		✓	
	March 2011 – June 2011: Member of plants' Local Leak Rate Testing team ensuring all requirements of the 10 CFR 50 Appendix J program were met. Performed complex troubleshooting to determine cause of testing failure and implement corrective actions to restore component to the required function.			✓	✓			✓	✓
TS	June 2011 – August 2011: Provided technical expertise in evaluating plant conditions after startup from a plant outage with respect to leaking S/RV. Developed decision-making guidelines for Operations based on data analysis, industry operating experience, plant operating experience and plant trends. Evaluated procedural, licensing, and design limits to ensure safe operation during degraded valve condition.			✓	✓	✓		✓	
TS	August 2011 – February 2012: Assisted Operations in the analysis and evaluation of S/RV operability. Performed calculations and analysis to ensure Technical Specification and design requirements were met with installed valve configuration. Developed and implemented corrective actions to ensure correct configuration for future valve rebuilds was assured.			✓	✓	✓		✓	

D = Design, P = Planning, TS = Technical Specifications, CS = Codes and Standards, RA = Research & Analysis, EE = Engineering Economics, S = Safety, OI = Observation and Inspection

Attach to Employment Verification Form for each employer

Applicant Name _____

Employment History Form (Verified Work Experience)

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work (**Attach additional sheets as needed**):

Supervisor Initials	Activities Performed - Describe in detail and check type of experience at right	D	P	T S	C S	R A	E E	S	O I

D = Design, P = Planning, TS = Technical Specifications, CS = Codes and Standards,
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Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

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Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work (**Attach additional sheets as needed**):

Supervisor Initials	Activities Performed - Describe in detail and check type of experience at right	D	P	T S	C S	R A	E E	S	O I

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Attach to Employment Verification Form for each employer

Applicant Name _____

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Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work (**Attach additional sheets as needed**):

Supervisor Initials	Activities Performed - Describe in detail and check type of experience at right	D	P	T S	C S	R A	E E	S	O I

D = Design, P = Planning, TS = Technical Specifications, CS = Codes and Standards,
RA = Research & Analysis, EE = Engineering Economics, S = Safety, OI = Observation and Inspection

Attach to Employment Verification Form for each employer

Applicant Name _____

12. How are the engineering activities you are doing now different in variety and complexity from those performed when you first began working as an engineer?

Applicant Name _____

13. AFFIDAVIT FOR LICENSE OR CERTIFICATE IN MINNESOTA
This form of attestation must be filled in by applicant before the notary public.

State of _____

County of _____

I, _____, being duly sworn, do hereby depose and swear that:

1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2012) and the Rules and Regulations adopted thereunder;
2. I am not now under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction;
3. I have never been convicted of a felony;
4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and
5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design.

Signature of Applicant

Notary Public
Stamp or Seal

SUBSCRIBED and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public Signature

RECORD OF BOARD (This space not to be used by applicant.)

Application Withdrawn Date:

**RECOMMEND DENIAL
OF APPLICATION**

Board Member Signature

Date Signed:

**RECOMMEND APPROVAL
OF APPLICATION**

Board Member Signature

Date Signed:

14. RULES OF PROFESSIONAL CONDUCT

Read, sign and return this document with your application

1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

A. circumvent a rule of professional conduct through actions of another;

B. engage in illegal conduct involving moral turpitude;

C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;

D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or

E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

Applicant Name _____

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Date: _____

Signature: _____

Print Full Name: _____

Rules of Professional Conduct

Keep this document for your records.

1805.0100 PROFESSIONAL CONDUCT.

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- B. engage in illegal conduct involving moral turpitude;
- C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;
- D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or
- E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

EMPLOYMENT VERIFICATION INSTRUCTIONS

Print and complete Employment Verification Forms according to the instructions given below. You will need an Employment Verification Form for each employer listed in your Employment History (#11 of the application).

1. Complete the top half of the Employment Verification Form. Include the name of your supervisor, your name, the discipline of engineering for which you are applying, the name of the firm and the dates of your employment with that firm. **You must use full month-day-year format for your dates of employment.**

Also be sure to enter the application deadline in the space at the bottom of the form.

The remainder of the page is to be completed by the reference.

2. Attach your "Employment History" form(s) to the Employment Verification Form for your supervisor to initial and verify experience.

3. Send the Employment Verification Form and copy of the Employment History form to each supervisor listed on your PE Applicant Employment History Form (make copies if necessary). Include a stamped envelope addressed to the Board office. Supervisors must complete and return the Employment Verification Form and their initialed copy of the Employment History directly to the Board office.

The Board must receive all completed Employment Verification Forms before your application will be reviewed for admission to the Principles and Practice of Engineering Examination.

Make sure to follow up with your employers to ensure that they have completed and mailed the verification forms to the Board office prior to the application deadline.

Board of Architecture,
Engineering, Land Surveying,
Landscape Architecture,
Geoscience and Interior Design

STATE OF MINNESOTA

Mailing Address:
85 E 7th Place Ste 160
St. Paul, MN 55101
(651) 296-2388

EMPLOYMENT VERIFICATION

Date

Dear _____:
(Name of supervisor verifying employment)

_____ has made application to this Board
(Applicant's name)

for registration as a Professional Engineer (_____) in the State of Minnesota.
(Engineering Discipline)

The applicant has indicated that he/she was employed by _____ from
(Name of Firm)

_____ to _____ in an engineering capacity.
(month-day-year) (month-day-year)

The Board requests your cooperation in making its evaluation of the qualifications of the applicant more thorough by completing this form as directed and returning it directly to the Board office by the requested postmark date. All information secured from employers is for the use of this Board. Pursuant to the Minnesota Government Data Practices Act, the information you provide will be private information until the applicant becomes licensed, at which time the information will be classified as public information.

Sincerely, PE Exam Coordinator

Experience Verification

1. The applicant worked under your direct supervision. ____ Yes ____ No
2. The applicant performed engineering work in the following areas:
____ Administrative ____ Management ____ Design ____ Analytical ____ Technical
____ Other (specify): _____
3. The applicant was primarily involved in the following engineering areas:
____ Building/Structure ____ Product ____ Road/Bridge ____ Materials and/or Soil Testing/Inspection
____ Systems Design ____ Review of Eng. Documents ____ Other (specify): _____
4. How many hours a week did the applicant work during this time period? _____
5. Please initial the period of employment that you are verifying that is listed on the attached Employment History page.

Signature

Printed Name

This form must be returned to the Board office postmarked no later than _____.
(Applicant: Enter the application deadline date for the exam you are applying for in the space above).

Applicant: Attach a copy of your "Employment History Form."

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MEMORANDUM

TO: Applicants to the Fundamentals of Engineering (FE) Examination, and
Applicants to the Principles and Practices of Engineering (PE) Examination, and
Applicants for PE Licensure by Comity or Examination

SUBJECT: FOREIGN and DOMESTIC Engineering Education Evaluation Guidelines

All applicants who have been educated outside the United States and Canada must have their transcripts evaluated. The education shall be accepted only if it is determined to be equivalent to the content of the Engineering Accreditation Commission (EAC)/ABET-accredited curriculum required for a Bachelor of Science degree in engineering.

A SUBJECT ANALYSIS EVALUATION IS REQUIRED in order to determine if the degree meets minimum requirements of engineering science and design credits (48 semester or 72 quarter credit hours).

Applicants who have been educated in the United States, but their degree program is not accredited by EAC/ABET, must have their degree evaluated in order to determine if their degree program meets MN Rules for engineering science and design credits. The same guidelines apply as stated above.

Note: Engineering Technology certificates or degrees accredited by the Technology Accreditation Commission (TAC/ABET), under most circumstances, do NOT meet the requirements for engineering science and design credits as required by the Board. NCEES Credentials Evaluations does not typically evaluate engineering technology degrees and requires special approval by the Board to complete the evaluation. If you have a TAC/ABET accredited degree and wish to have it evaluated, please contact the Board office for instruction.

Licensed engineers educated in Canada are not required to have their transcripts evaluated if their graduating college/university is recognized under the Washington Accord. The Washington Accord is a mutual recognition agreement formed between ABET and the Canadian Engineering Accreditation Board of the Council of Professional Engineers.

Contact one of the following companies to obtain an education evaluation report:

NCEES Credentials Evaluations P.O. Box 1686 Clemson, SC 29633 Phone: (800)-250-3196 Website: www.NCEES.org	Foreign and U.S. degrees
Educational Credential Evaluators (ECE) P.O. Box 514070 Milwaukee, WI 53203-3470 Phone: (414) 289-3400 Website: www.ece.org	Foreign transcripts only

The original evaluation report must be sent directly from the evaluation service to the Minnesota Board office either by U.S. Mail or electronically. No copies will be accepted.

VERIFICATION OF EXAMS AND CURRENT LICENSURE

1. Go to <https://verify.ncees.org> and select "Minnesota" for the Board to which you would like your verification sent.
2. On the next screen, select the state in which you took your exam and/or are currently licensed or certified. Complete the rest of the questions and submit your request.
***Note: if the state from which you are requesting verification requires a fee, you must pay that fee before your verification will be completed and submitted to the Minnesota Board.**
3. The state from which you are requesting verification will receive your request electronically. That Board will complete the verification and submit it electronically to the Minnesota Board.

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act ("ADA") covers "public entities." The Board is a "public entity" covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for "qualified individuals with disabilities." An "individual with a disability" is a person who: 1) has a physical or mental impairment that substantially limits a "major life activity," 2) has a record of such an impairment, or 3) is regarded as having such an impairment. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A "qualified" individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamentals alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

AUTHORIZATION TO RELEASE APPLICANT INFORMATION

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING, LANDSCAPE ARCHITECTURE,
GEOSCIENCE AND INTERIOR DESIGN
(AELSLAGID)
85 East Seventh Place, Suite 160
St. Paul, MN 55101

Applicant data is classified as private or confidential under the Minnesota Data Practices Act. However, **I hereby waive my rights under the Minnesota Data Practice Act and authorize** the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board) to provide information contained in my application materials, including any documents, to

(insert name of the individual who may receive information).

I understand that I am not legally required to sign this form. The purpose of this authorization is to facilitate the processing of my application. This authorization automatically expires one year after this date.

Signature of Applicant

Printed Name of Applicant

Date

**** THIS FORM IS NOT REQUIRED. Complete only if you intend for someone besides yourself to contact the Board office for the status of your application (i.e. administrative assistant, spouse, etc.).**